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MEMORANDUM TO:

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S/S

S/S-S Dir-2

Tn-A

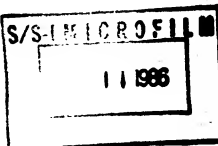
Tn-B

Tn-C

S/S-S (IA)

RF:njs

8618252	-- D	- Mr. Whitehead
8618253	-- P	- Mr. Armacost
8618254	-- E	- Mr. Wallis
8618255	-- T	- Mr. Schneider
8618256	-- M	- Mr. Spiers
8618257	-- C	- Mr. Derwinski
8618258	-- AF	- Mr. Crocker
8618259	-- ARA	- Mr. Abrams
8618260	-- CA	- Ms. Clark
8618261	-- EAP	- Mr. Sigur
8618262	-- EB	- Mr. McMinn
8618263	-- EUR	- Ms. Ridgway
8618264	-- H	- Mr. Dyer, Acting
8618265	-- HA	- Mr. Schifer
8618266	-- INM	- Ms. Wroblewski, Acting
8618267	-- INR	- Mr. Abramowitz
8618268	-- INR/B	- Mr. Springer
8618269	-- IO	- Mr. Keyes
8618270	-- L	- Judge Sofaer, Acting
8618271	-- NEA	- Mr. Murphy
8618272	-- OES	- Mr. Negroponte
8618273	-- PA	- Mr. Kalb
8618274	-- PM	- Mr. Holmes
8618275	-- RP	- Mr. Purcell
8618276	-- S/CPR	- Mrs. Roosevelt
8618277	-- S/HP	- Mr. Kennedy
8618278	-- S/P	- Mr. Solomon
8618279	-- S/CT	- Mr. Oakley
8618280	-- AID	- Mr. McPherson
8618281	-- CIA	- Mr. Rixse
8618282	-- USIA	- Mr. Post, Acting



SUBJECT:

Tasker for the Working Visit of
 Prime Minister Junejo of Pakistan,
 July 15-21, 1986

COORDINATOR:

Robert A. Peck, NEA, Room 6244, 647-1030

DEPUTY COORDINATOR:

Herbert G. Magerty, NEA/PAB, Room 5247,
 647-7593 (Home: 337-0153)

S/S-S ACTION OFFICER:

Kathleen M. Fitzpatrick, Room 7241,
 647-8338

This memorandum assigns responsibilities for the preparation of briefing materials for use by the President, the Vice President and the Secretary during the official working visit of Prime Minister Junejo of Pakistan. Bureau is planning to suggest additions or changes to this tasker should contact the S/S-S Action Officer as soon as possible.

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I. PAPERS FOR THE SECRETARY:

A. Preliminary Papers: The scope paper and an agenda/schedule should be prepared for the Secretary at the outset of planning for the visit. These papers, prepared on Department of State briefing paper, in the form of Briefing Memos from the Assistant Secretary, should lay out the shape and direction of the visit to enable the Secretary to consider and comment in a timely manner on the fashion in which the visit will be handled. These two papers should come to S/S-S simultaneously.

1. Scope Paper: NEA should draft a scope paper for the Secretary discussing the overall goals and strategy for the visit. The paper should specifically focus on the following questions: Where does our relationship stand? What does the visitor want? What do we want? What can we achieve? The paper should be cleared by P; S/P and other bureaus as appropriate. It will not normally exceed five pages in length. The scope paper is due in S/S-S by COB July 7.

2. Agenda/Schedule: In the shortest possible outline format, using headings and ticks, this "game plan", or topical agenda, will note the key issues to be raised (using full-sized pages, format should include each meeting in sequence as it will occur) in each meeting the Secretary will attend. No more than a half dozen topics per meeting should normally be listed. This paper is due in S/S-S by COB July 7.

3. Action Memoranda on the Secretary's Participation in the Visit: NEA should prepare an action memorandum for the Secretary listing the events involved in the Junejo visit. This paper is due in S/S-S by COB July 7.

4. Guest List for Secretary's Lunch: NEA should prepare a recommended guest list for the Secretary cleared with S/CPR under cover of an action memo. This memorandum is due in S/S-S by COB May 30 (done).

B. Briefing Materials for the Secretary: The following briefing materials should be prepared for use by the Secretary:

1. Briefing Outlines for the Secretary: NEA should prepare a briefing outline for the Secretary's use for each meeting during the visit. NEA should also prepare on 1/2 sheet of heavy bond paper "cards" for each of the Secretary's meetings during the visit. The cards (no more than 2 for each meeting) should include, in bullet and tick format, the key elements of the briefing outline for the meeting. (Sample attached.) The meetings presently

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contemplated include a call on the Secretary by the Prime Minister and the Secretary's luncheon. The memos are due in S/S-S, cleared by N and other appropriate bureaus, by COB July 9.

2. Briefing Outline for the Secretary's use in Briefing the President: NEA should prepare a memorandum in briefing outline format (sample attached) for the Secretary to assist him in briefing the President for the White House meeting with Prime Minister Junejo. NEA should also prepare a "card" on one-half sheet of heavy bond paper for the Secretary's use at this meeting. The card should highlight in bullet and tick format, the main points of the briefing outline. (Sample attached) This paper is due in S/S-S with all appropriate clearances by COB July 9.

3. Public Statements: NEA should prepare drafts of any public statements or toasts that will be made by the Secretary. At the present time, a luncheon toast by the Secretary is anticipated. All public statements should be cleared with S/P and PA. First drafts of these statements should be prepared as action memoranda in cable format to be sent to the Secretary in Manila, and are due in S/S-S no later than June 24. Final versions are due in S/S-S by COB July 7 under cover of action memoranda to the Secretary.

4. Background Materials:

(a) Fact Sheets: The following one-page fact sheets should be prepared using ticks and bullets on plain bond paper (see attached sample). They should be delivered to S/S-S through the NEA coordinator, with the required clearances (including at least DAS level in the drafting bureau), by COB July 7 (The fact sheets will also be sent as attachments to the President's briefing memorandum--see Section II B.)

<u>TOPIC</u>	<u>DRAFT</u>	<u>CLEAR</u>
(1) U.S. Assistance to Pakistan	NEA/PAB	PM, AID, P, T
(2) Political Situation in Pakistan At a Glance	NEA/PAB	INR, P
(3) Nuclear Non-Proliferation	NEA/RA	PM, P, S/NP, OES
(4) Afghanistan Issues -- UN-Sponsored Negotiations -- Situation on Ground	NEA/PAB	PM, IO, EUR, AID
(5) Narcotics Control	INM	NEA/PAB
(6) Pakistan Economic Policy & Reform	NEA/PAB	AID

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5. Economic Data Sheet: NEA should draft (cleared with S and NS) a two-page statistical-economic data sheet on the Pakistan economy, including its relationship with the U.S.. The data sheet should be supplemented by an "Economy at a Glance" paper, which consists of one page of analytical highlights in tick format (sample attached), due in S/S-S by COB July 7.

6. Scenarios for the Secretary: S/CFR should prepare, in close consultation with NEA, individual scenarios for use by the Secretary for every event in which he will participate. Real scenarios should have as attachments a seating chart, guest list, and menu. Scenarios are due in S/S-S by COB July 7.

7. Visitor's Schedule in the United States: S/CFR should prepare a schedule which shows each of Prime Minister Junejo's meetings and public events during the stay in the United States. This paper is due in S/S-S by COB July 7.

II. BRIEFING MATERIALS FOR THE PRESIDENT: The following briefing materials should be prepared for use by the President:

A. Memorandum to the President from the Secretary: NEA should prepare a memorandum to the President from the Secretary describing in two sections the setting and issues of the visit. The memorandum should be no more than two pages in length, and should be in the standard Sec-Pres format, under cover of an Action memorandum. Like the Scope Paper, the Sec-Pres should focus specifically on the following questions: Where does our relationship stand? What does the visitor want? What do we want? What can we achieve? This memo is due in S/S-S, cleared by P and S/P at a minimum, by COB July 7.

B. Talking Points and Fact Sheets for the President: A separate Platt-Poindexter memo should cover suggested talking points for the President's use during his meeting with Prime Minister Junejo. This memo is due in S/S-S, cleared by P and S/P at a minimum, by COB July 7. Also include the fact sheets assigned in Section I as attachments for the President's use.

C. State/Pakistani Participation in White House Events: NEA should prepare, under cover of a Platt-Poindexter memorandum, a list of proposed State and Pakistani participants in all events at the White House during the Junejo visit, including the Secretary's briefing of the President. This memo is due in S/S-S by COB July 7.

D. Public Statements for the President: NEA should prepare drafts of any public remarks or toasts, under cover of a Platt-Poindexter memorandum, for the President's use. At the present time, a luncheon toast and a departure statement are needed. These statements should be double-spaced on plain bond, in upper and lower case. At a minimum they should be cleared by PA and S/P. These papers are due in S/S-S by COB July 7.

III. MATERIAL FOR THE VICE PRESIDENT:

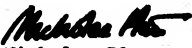
A. NEA should prepare a guest list for the Vice President's use at the return dinner and any other meal which the Vice President may host. These statements, cleared by PA and S/P, should be upper and lower case, double-spaced on plain bond, under cover of a Platt-Gregg memorandum. They are due in S/S-S by COB July 7.

B. NEA should prepare a standard Vice-Presidential briefing package for the Vice President's use at the meeting with Prime Minister Junejo, and another for the return dinner. Include the fact sheets prepared for the Secretary's use as an attachment. This package is due in S/S-S under cover of a Platt-Gregg memorandum by COB July 7.

IV. BIOGRAPHIC MATERIAL:

1. S/S-S will request appropriate biographic material. NEA should provide to the S/S-S action officer by COB July 3 a list of names of the Pakistani officials who will accompany Prime Minister Junejo on the visit. List should be limited to a maximum of ten names.

NOTE: All material going to the White House must be letter perfect. S/S-S requires the original plus three copies of all papers. Drafting and clearance information should appear on a separate page. Papers for the visit should be delivered directly to the S/S-S Action officers. They should NOT be logged into the system.


Nicholas Platt
Executive Secretary

Attachments:

List of Due Dates
Sample Scope Paper
Sample Agenda/Schedule
Sample Action Memo on the Secretary's Participation
Sample Memorandum to the Secretary for Briefing the President
Sample Briefing Outline
Sample Fact Sheet
Sample Economic Data Sheet
Sample Economy at a Glance
Sample Sec-Pres
Sample Talking Points for the President
Sample Vice Presidential Package

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**EXECUTIVE SECRETARIAT
SECRETARIAT STAFF**

DECLASSIFIED June 14, 1986

MEMORANDUM

TO: S/S-I

From: S/S-S - Kathleen M. Fitzpatrick

**Subject:
(CWIDOC) Processing**

Control Document

Please enter the following "action addressees" as FOR in TYPACT along with their associated due dates:

<u>Action Addressee</u>	<u>Due Date</u>
NEA	July 7
INM	July 9

Addressees other than the above are to be indexed as FAH in TYPACT.

Please indicate in the REMARKS field that the S/S-S Action Officer is Kathleen M. Fitzpatrick.

The following distribution should be made:

Principals: D,P,E,T,M,C

**Others: AF,ARA,CA,EAP,EB,EUR,H,HA,INM,INR,INR/B,IO,L,NEA,
OES,PA,PM,RP,S/CPR,S/NP,S/P,S/CT,AID,CIA,USIA***

S/S. S/S-S Director (2), TEAM A,B,C & IA

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LIST OF DUE DATES

ITEM

DUE DATE

Guest List for Secretary's Luncheon

May 30 (done)

Public Statements for the Secretary

First drafts due June 24
(to be cabled to the
Secretary in Manila)

List of Bios Needed

July 3

Scope Paper

July 7

Agenda/Schedule

July 7

Action Memo on Secretary's
Participation

July 7

Fact Sheets
(to be included in President/VP
packages)

July 7

Memorandum to the President from the
Secretary (Sec-Pres)

July 7

Talking Points/Fact Sheets for the
President

July 7

State/Pakistani Participation in
White House Events

July 7

Public Statements for the President

July 7

Vice President's Toast

July 7

Vice President's Briefing Package

July 7

Briefing Outlines for the Secretary

July 9

Briefing Outline for Secretary's Use
in Briefing the President

July 9

Economic Data Sheet

July 9

Scenarios for the Secretary

July 9

Visitor's Schedule

July 9

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